

## CHAPTER 86. PART 91 SUBPART K, MANAGEMENT SPECIFICATIONS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance*: 3314, 3317

B. *Avionics*: 5314, 5317

**2. OBJECTIVE.** This chapter provides guidance for the issuance of automated management specifications (MSpecs) to fractional program managers (hereafter referred to as program managers) operating under Title 14 of the Code of Federal Regulations (14 CFR) part 91, subpart K. Unlike air carriers, program managers are not certificated and do not receive operations specifications (OpSpecs). Program managers are issued MSpecs, which perform the same function as air carrier OpSpecs. Specific paragraph guidance is also available in the Automated Operations Safety System (OPSS) guidance subsystem.

**3. GENERAL.** MSpecs transform the general terms of applicable regulations into an understandable document tailored to the specific needs of an individual program manager. When approved, the provisions of MSpecs are as legally binding as the regulations themselves.

#### 4. AVIATION SAFETY INSPECTOR (ASI) RESPONSIBILITIES.

A. When working with a program manager/applicant in developing MSpecs, coordination among all of the involved ASIs is crucial. Coordination ensures the following:

(1) That all ASIs are aware of pending changes to an existing program manager's operation.

(2) That the program manager/applicant is not needlessly bothered by repetitious questions.

(3) Reinforces the FAA's commitment to standardization for customer service.

B. MSpecs are divided into six parts, each of which has an assigned letter designator and contains consecutively numbered standard paragraphs.

(1) *Part MA—General.* Part MA paragraphs are the responsibility of both Airworthiness and Operations ASIs. Contents of these paragraphs must be carefully coordinated between Operations, Avionics, and Maintenance ASIs before approval. Only the assigned principal inspectors (PI) or assigned ASIs authorized by the unit supervisor to sign for them in their absence may approve MSpecs.

(2) *Part MB—En Route Authorizations, Limitations, and Procedures.* Operations ASIs are primarily responsible for preparing and approving authorizations in Part MB. Coordination between Operations, Maintenance, and Avionics ASIs is essential to ensure that the aircraft equipment is properly installed and certified to perform the approved operations.

(3) *Part MC—Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations.* Part MC pertains to fixed-wing airplanes only. Operations ASIs are primarily responsible for preparing and approving the authorizations in Part MC. Coordination between Operations, Maintenance, and Avionics ASIs is essential.

**NOTE: With Part MB and Part MC, ASIs should also ensure that the program manager has incorporated any needed maintenance requirements into the inspection or maintenance program(s) prior to certain authorizations.**

(4) *Part MD—Aircraft Maintenance.* Airworthiness ASIs are primarily responsible for preparing and approving the MSpecs in Part MD.

(5) *Part ME—Weight and Balance.* Maintenance ASIs are primarily responsible for preparing and approving Part ME. The Maintenance ASIs must carefully coordinate the Part ME MSpecs authorization with Operations ASIs.

(6) *Part MH—Helicopter Terminal Instrument Procedures and Airport Authorizations and Limitations.* Part MH MSpecs are the rotorcraft equivalent to the Part MC MSpecs for fixed-wing operations. Operations inspectors are primarily responsible for preparing and approving the MSpecs in Part MH.

## 5. USING AUTOMATED MSPECS.

*A. MSpecs Generation.* The system for generating automated MSpecs is designed to allow ASIs to collect and record the required information. MSpecs are generated using the same system that is used for creating OpSpecs for air carriers. Program managers are required to use the OPSS software for MSpecs. The current OPSS user's manual can be found online at <http://www.opspecs.com>.

*B. Additional MSpecs Information.* See FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, for the following information:

- Manager-requested or FAA-initiated MSpecs changes
- Draft MSpecs
- Mandatory and nonmandatory MSpec changes
- Printing automated MSpecs
- Review, approval, and distribution of MSpecs
- Manager's receipt of approved MSpecs
- Amendment or cancellation of MSpecs
- Automated features and symbology of automated MSpecs paragraphs

## 6. NONSTANDARD PARAGRAPHS.

*A. Generating Nonstandard Paragraphs.* There are two methods of generating nonstandard paragraphs: the addition of subparagraph text to a standard paragraph, and the issuance of an individually-developed nonstandard paragraph.

(1) The ASI may need to add subparagraph text to a standard paragraph to address program manager/applicant situations that are unique or to satisfy a program manager/applicant's request.

(a) The provisions within the additional text must not be less restrictive than or contrary to the provisions in standard paragraphs developed by Washington headquarters.

(b) If an added subparagraph is more restrictive than the standard, the ASI must have a justifiable reason since a more restrictive provision results in unique treatment and could adversely affect a certificate holder's competitive position.

(c) Examples of situations that may justify adding additional text to a standard paragraph include the following:

- A series of accident, incident, or enforcement actions
- Manager-initiated inspection time interval increases without justification
- Restrictions or procedures requested by the manager/applicant, to be specified in MSpecs

(2) The ASI may request a nonstandard paragraph to be used in situations unique to a specific program manager. Nonstandard paragraphs are individually developed by Washington headquarters in the automated MSpecs program.

**NOTE: A nonstandard paragraph should be considered for use only when the subject matter does not relate to any standard paragraph and it would be inappropriate to add the information as an extra subparagraph.**

**NOTE: Do not change or add anything to the language, format, or numbering of the standard MSpecs as issued by Headquarters. If the standard MSpec is changed in any way, this may invalidate Headquarters policy.**

*B. Approval of Nonstandard Paragraphs: Program Manager-Requested MSpecs.* Any nonstandard MSpec request must be submitted from the program manager to the principal maintenance inspector (PMI).

(1) The PMI must evaluate and substantiate the information. If the PMI does not concur with the

proposal, a letter denying the application for the nonstandard paragraph along with an explanation of the reasons for denial must be forwarded to the program manager.

(2) If the PMI concurs, then prior to approval an evaluation must be made by the Aircraft Maintenance Division, AFS-300. A copy of each proposed nonstandard paragraph must be forwarded to AFS-300 under a letter of transmittal from the PMI through the appropriate regional airworthiness branch. The letter from the PMI must describe the circumstances and justification for issuance of the nonstandard paragraph. Reserved paragraph numbers are no longer applicable; therefore, do not attach a number to the MSPEC paragraph proposal.

**NOTE: To expedite the process, Headquarters' divisions may accept the completed package as attachments through e-mail as long as the hardcopy package is subsequently forwarded to the appropriate division. Prior to sending it electronically, contact the respective division to ensure that electronic processing is acceptable and to ensure proper coordination.**

(3) Headquarters approval is required for proposed nonstandard subparagraph text or nonstandard paragraphs. AFS-300 will evaluate each proposed nonstandard paragraph to determine the following:

- Alignment with current national policy
- Necessity of the proposed paragraph
- Whether other program managers may be similarly affected, necessitating incorporation of the nonstandard paragraph into the automated program

(4) AFS-300 will review the application, the proposed nonstandard MSPEC, the supporting information, and the recommendations. If Headquarters agrees with the recommendation, the PMI will be advised by a memorandum with a copy to the region. If the Headquarters division does not concur with the PMI recommendation, the memorandum indicating nonconcurrence will include an explanation of the reasons. After the nonstandard

paragraph is authorized, Headquarters will assign an appropriate number and the PMI may issue the nonstandard MSPEC.

**7. GENERAL MSPECS—PARTS MA, MB, MC, AND MH.** Parts MA, MB, MC, and MH of the MSPECS are discussed in Order 8400.10.

**8. MAINTENANCE MSPECS—PART MD.**

*A. Required MSPECS/Information.* Part 91 § 91.1015 requires that certain information be contained in the MSPECS.

(1) Section 91.1015(a) requires a listing of the current fractional owners and types of aircraft, and registration markings and serial numbers. MSPEC MD085 is intended to meet this requirement.

(2) Section 91.1015(a)(4) requires that MSPECS include the authorization for an inspection program, including the aircraft types, registration markings, and serial numbers of aircraft that are operated under the program. MSPEC MD073 is intended to fulfill this requirement.

(3) Section 91.1015(a)(5) requires the inclusion of time limitations (or standards for determining time limitations) for overhauls, inspections, etc. MSPEC MD089 and/or MSPECS MD101 through MD104 are intended to meet this requirement. At a minimum, MSPECS MD073 and MD085 must be issued. Also, MSPEC MD089 and/or MSPECS MD101 through MD104 (as appropriate) must be listed.

(4) All other available MSPECS are optional and are issued for managers as needed.

*B. MSPEC MD072—Aircraft Maintenance—Continuous Airworthiness Maintenance Program (CAMP) Authorization.* MSPEC MD072 is issued to all managers who elect to use a CAMP. Table 1 will reference the aircraft by make, model, series, and the manual(s) or document(s) that encompass the basic required elements of a CAMP.

*C. MSPEC MD073—Aircraft Inspection Program (AIP).* MSPEC MD073 identifies aircraft subject to an AIP under part 91, § 91.1109. Information must include type of aircraft, registration markings and serial numbers of each aircraft. No person may conduct any program flight using and aircraft not listed.

*D. MSpec MD076—Short-Term Escalation Authorization.* MSpec MD076 authorizes a program manager to use short-term escalation procedures with aircraft, powerplant, systems, or selected items. Inspectors will enter the appropriate data into the table using the select data function of the OPSS.

*E. MSpec MD084—Special Flight Permit with Continuous Authorization to Conduct Ferry Flights.* MSpec MD084 authorizes a program manager whose aircraft are maintained under a CAMP to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines set forth in part 21, § 21.197(c). Order 8300.10, Volume 2, Chapter 89, Special Flight Permit with Continuing Authorization to Conduct Ferry Flights, provides further guidance and information.

*F. MSpec MD085—Aircraft Listing.* Program managers are required to list all aircraft. The aircraft must be listed in MSpec MD085.

*G. MSpec MD089—Maintenance Time Limitations Section.* MSpec MD089 authorizes a program manager requiring a maintenance time limitations section to use a separate approved document(s) attached to MSpec MD089.

(1) The referenced document(s) must be approved by the Administrator and must have procedures for affecting revisions and revision control that the principal airworthiness inspectors find acceptable.

(2) For a change to the time limitations, the program manager must provide the actual data change to be included in either the MSpecs or on a referenced list.

(3) The program manager can justify the change to the time limitations in a limited section. This supporting information reference must tie in all of the data supporting the change to the MSpecs by referencing the Federal Aviation Administration (FAA)-approved document. The supporting information reference allows up to 225 characters to be used in making this reference.

*H. MSpec MD092—Maintenance Program for Minimum (RVSM) Airspace.* MSpec MD092 authorizes the program manager to use the airplanes that they list in this MSpec for operations in

designated Reduced Vertical Separation Minimum (RVSM) airspace.

*I. MSpec MD095—Minimum Equipment List (MEL) Authorization.* MSpec MD095 authorizes a program manager conducting operations under part 91, subpart K to use an approved Minimum Equipment List (MEL). MSpec MD095 sets forth the conditions and limitations that the program manager must meet to be able to operate its aircraft under the terms of the MEL.

*J. MSpec MD101—Additional Maintenance Requirements—Aircraft Engine, Propeller, and Propeller Control (Governor).* MSpec MD101 identifies the aircraft that are authorized to use the program manager's AIP and the additional maintenance requirements listed in the MSpec.

*K. MSpec MD102—Additional Maintenance Requirements—Rotorcraft.* MSpec MD102 identifies rotorcraft that are authorized to use the program manager's approved maintenance program and the additional maintenance requirements listed in the MSpec.

*L. MSpec MD104—Additional Maintenance Requirements—Emergency Equipment.* MSpec MD104 identifies each item of installed emergency equipment and its maintenance documents.

## **9. AMENDMENT OR CANCELLATION OF MSPECS.**

*A. Effective Date.* Except for emergency amendments, amendments to MSpecs become effective on the date the amendment is approved by the authorized ASI. At this time the ASI must date and stamp "superseded" on all versions of the old MSpecs.

*B. Amendments Not Acceptable to the Program Manager.* When an amendment is necessary in the interest of safety and the program manager will not consent to the amendment, the ASI should work with the regional office to prepare a letter to the program manager regarding the appropriate action.

*C. Emergency Amendments.* By the authority in part 91, § 91.1017, the Administrator may require immediate amendment to a program manager's MSpecs when such action is required to ensure safety. ASIs should exercise extreme caution when employing emergency amendment procedures.

*D. Cancellation of MSpecs.*

*(1) Program Manager-Initiated Cancellation of MSpecs.* The program manager should advise the PI, in writing, of the particular MSpec for which cancellation is desired and the effective date of the cancellation.

*(2) FAA-Initiated Cancellation of MSpecs.* If an MSpec is no longer required, the PI must notify the program manager, in writing, to cancel the MSpec. The letter must clearly state that the MSpec is being canceled, the effective date of cancellation, and the reason for cancellation. Copies of the letter then should be forwarded to each FAA office holding copies of the program manager's MSpecs.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of part 91, as applicable
- Experience with part 91, subpart K projects and management
- Completion of the Airworthiness Inspector Indoctrination course(s), or equivalent

*B. Coordination.* This task requires close coordination between the principal operations inspectors (POI), principal avionics inspectors (PAI), and PMIs. Each specialty should be involved in the review process to ensure that all relevant issues are addressed.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References (current editions):

- FAA Order 8000.49, Flight Standards Geographic Program
- Order 8300.10, Volume 2, Chapter 89, Special Flight Permit with Continuing Authorization to Conduct Ferry Flights
- Order 8400.10, Air Transportation Operations Inspector's Handbook

#### B. Forms:

- FAA Form 8400-8, Operations Specifications
- Vital Information Subsystem (VIS) worksheets

#### C. Job Aids. None.

### 3. PROCEDURES.

#### A. Conduct Meeting with Program Manager/Applicant.

*(1) New Applicant.* When an applicant applies for new MSpecs, the assigned team manager

should conduct a meeting with the applicant and all involved ASIs to acquire initial information for VIS. This meeting should be scheduled at the team manager's discretion and not necessarily as part of the initial meeting.

*(2) Program Manager Requiring an MSpecs Amendment.* For an established program manager needing an amendment to MSpecs, review and update the MSpecs. Review the draft copy of the MSpecs.

*B. Review General MSpecs—Part MA.* This review should be accomplished in coordination with the Operations ASI per the guidance in Order 8400.10.

#### C. Review Maintenance MSpecs—Part MD.

*(1) MSpec MD072—Aircraft Maintenance—Continuous Airworthiness Maintenance Program (CAMP) Authorization.* Print MSpec MD072 for all program managers operating aircraft subject to a CAMP. The MSpec must contain the following:

*(a)* Each of the aircraft authorized to be maintained in accordance with the CAMP by make, model, and series.

*(b)* The documents that encompass the basic required elements of a CAMP. The program manager may have multiple manuals that encompass the CAMP. The program manager may elect to list all the manuals encompassing the CAMP or, if one manual references all the other manuals, then preferably only that particular manual will be listed.

*(c)* The program manager's assigned number(s) of the CAMP document(s).

*(d)* The CAMP document revision number.

*(e)* The CAMP document revision date.

**NOTE: Revisions to the CAMP do not require reissuance of this paragraph.**

*(2) MSpec MD073—Aircraft Inspection Program (AIP).* Ensure that MSpec MD073 includes all aircraft maintained in accordance with the program manager's approved AIP that are not covered by a CAMP.

(3) *MSpec MD076—Short-Term Escalation Authorization.* Print MSpec MD076 for program managers authorized to use short-term escalation procedures. Table 1 must reference the aircraft by make, model, and series and the limitations (if applicable) placed on that particular make, model, and series. The limitations in Table 1 are primarily for airframe check and inspection intervals. Engines and their components as well as airframe components and appliances are generally not limited, except for the 10 percent not to exceed 500 hours time-in-service.

(a) The limitation section of this table is used to restrict a particular make, model, and series task below the maximum allowable 10 percent (not to exceed 500 hours). An example would be if an aircraft A check has an interval of 200 hours ( $200 \times 10\% = 20$  hours) but the program manager limited the A check short-term escalation to not exceed 10 hours.

(b) The limitation section of this table can also be used to eliminate certain tasks from being eligible for short-term escalation. An example would be if the program manager was not permitted short-term escalations on a particular make, model, and series aircraft B check.

(c) If the limitations section of this table is left blank, then the program manager is authorized to short-term escalate all items to the maximum interval described in their manual.

**NOTE: If restrictions and eliminations are requested for engine, engine components, airframe components, and appliances, then they may also be listed in the limitations for that particular make, model, and series.**

(4) *MSpec MD084—Special Flight Permit with Continuous Authorization to Conduct Ferry Flights.* Ensure that MSpec MD084 appears if a program manager whose aircraft are maintained under a CAMP has been authorized to issue a special flight permit with continuing authorization to conduct ferry flights. This paragraph should not automatically be issued to a program manager based on the use of a CAMP.

(5) *MSpec MD085—Aircraft Listing.* Ensure that program managers list all aircraft in the MSpecs. The aircraft listing must include at least the following information:

- Registration number
- Certificate number—this column is used if the aircraft is also listed in a certificate holder's OpSpecs (e.g., a program aircraft may also be operated under a part 135 air carrier—if so, then that certificate number is listed in this column)
- CFR—this refers to the regulation of the certificate holder listed in column 2
- Serial number
- Type of aircraft by make, model, and series (e.g., Cessna C-421, Piper PA-31, Boeing 737-700, etc.)

(6) *MSpec MD089—Maintenance Time Limitations Section.* Ensure the following:

(a) The referenced documents are approved by the Administrator.

(b) Acceptable procedures are included for affecting and controlling revisions.

(c) Each change to a time limitation includes the actual data change in the MSpecs or a referenced list.

(d) The supporting information reference correlates all of the supporting data to the MSpecs by referencing the FAA-approved document.

(7) *MSpec MD092—Maintenance Program for Reduced Vertical Separation Minimum (RVSM) Airspace.* Ensure the following:

(a) Verify that the aircraft are in compliance with the appropriate airworthiness documents.

(b) That approved maintenance programs are found to be satisfactory.

(c) That a plan to participate in the verification/monitoring program is acceptable.

(8) *MSpec MD095—Minimum Equipment List (MEL) Authorization.* Ensure that MSpec MD095



sets forth the conditions and limitations that the program manager/applicant must meet.

(9) *MSpec MD101—Additional Maintenance Requirements—Aircraft Engine, Propeller, and Propeller Control (Governor).* Ensure that all aircraft (other than rotorcraft) operated by the program manager are listed and the information is complete.

(10) *MSpec MD102—Additional Maintenance Requirements—Rotorcraft.* Ensure that all rotorcraft operated by the program manager are listed and the information is complete.

(11) *MSpec MD104—Additional Maintenance Requirements—Emergency Equipment.* Ensure that each item of installed emergency equipment is listed and the maintenance documents and limitations or provisions are correct.

#### 4. TASK OUTCOMES.

##### A. Complete PTRS.

B. *Complete the Task.* Completion of this task may result in the following:

(1) *Issuance of MSspecs, by Accomplishing the Following:*

(a) After approving the MSspecs, forward the original and copy of each MSpec paragraph, supplemental paragraph, and maintenance time limitations section to the program manager's representative authorized to receive MSspecs.

(b) Instruct the program manager to do the following:

- Retain the original
- Indicate receipt on the copy
- Return the copy to the district office

(c) File all copies of the MSspecs, including the table of contents, with the FSDO.

- File together those MSspecs that are currently in effect for the program manager
- Keep superseded MSspecs and tables of contents in a separate file for at least 5 years

**NOTE: Program managers will use the IOPSS for their MSspecs. When that system is in use, then paragraphs 4B(1)(a) and (b) above may not be applicable.**

(d) Except for emergency amendments, amendments to MSspecs become effective on the date the amendment is approved by the authorized ASI. At this time the ASI must date and stamp "superseded" on all versions of the old MSspecs.

(2) *Cancellation of MSspecs at the Program Manager's Request.*

(a) The program manager must advise the PI, in writing, of the desire to cancel MSspecs. The letter must state the particular MSpec for which cancellation is requested and the effective date of the cancellation.

(b) Upon receipt of the cancellation request, stamp or mark "canceled" across the front of the applicable MSpec, and the cancellation date.

(c) Advise the program manager and each FAA office holding copies of the MSspecs of the cancellation date. Canceled MSspecs must be retained for at least 5 years.

(3) *Cancellation of MSspecs at the FAA's Request.* In cases where an MSpec is no longer required, notify the program manager, in writing, to cancel the MSpec. Ensure that the letter clearly specifies:

- The MSpec being canceled
- The effective date of cancellation
- The reason for cancellation

(4) *Preparation of Amendments Not Acceptable to the Program Manager.* When a program manager will not consent to an amendment that is necessary in the interest of safety, perform the following:

(a) Prepare a description of the necessary amendment to the MSspecs and forward it to the responsible regional office.

(b) The appropriate regional specialist must consult with the regional attorney regarding the

action to be taken to require the program manager to amend the MSpecs.

(c) The regional office must prepare a letter of transmittal, addressed to the program manager's highest authority regarding maintenance matters. The letter will state, "In accordance with the applicable provisions of the regulations (part 91, § 91.1017), the Administrator hereby amends the existing MSpecs in the following manner for the reasons indicated and the amendment will become effective 30 days from receipt."

(d) The ASI must forward the letter of transmittal and the amended MSpecs to the program manager by certified mail (Return Mail Requested) to establish the date of receipt.

(5) *Emergency Amendments.* Section 91.1017(e) authorizes the FSDO to require immediate amendment to a program manager's MSpecs when such action is necessary to ensure safety. When this action becomes necessary, perform the following:

- The ASI recommending such action must inform the PI of all pertinent facts
- The PI will notify appropriate regional office personnel
- When emergency amendment action is imminent, the regional office must telephone the manager of AFS-300 and provide full details
- If an emergency amendment is determined to be the proper course of action, the ASI recommending the action will be so advised and that ASI must notify the program manager in writing

**5. FUTURE ACTIVITIES.** Conduct additional surveillance for the first 90 days after the approval of new MSpecs to ensure that operating practices are performed at an adequate level of safety.